IUCS

Illinois Uniform Configuration Service

http://iucs.illinoiscourtservices.net/

Agency User Guide

V1.0

Dec 2014

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2. Introduction

The IUCS system provides the following features to County and Agency users in Illinois:

- Provides a central repository for information used across the State of Illinois for Courts and Police agencies that can be updated and promulgated efficiently.
- Manages information used in electronic citations software, in order to send standardized lists that is ultimately loaded to police squad cars and conforms to Court and Agency specific standards.
- Allows law enforcement agencies to enter traffic stop forms such as Uniform Traffic Citations, Written Warnings, TSSS forms, etc. The traffic stop information is automatically sent to the statewide Illinois Citation Repository, TSS data is collected for future submission to IDOT, and Uniform Traffic Citations can be electronically filed with the Circuit Clerk. All data can be exported in a standardized format for import into Records RMS systems for agency use.
    - Future development will allow overweight citations, criminal complaints, tow forms, etc.

There are several "business levels" for the IUCS system

- State – the level that provides access to statewide lists, such as IVC violations or NCIC-standardized lists. (Note that this access level is not for the Illinois State Police.)
- County – the level that provides access to county-specific lists, such as court location management and Circuit Clerk-specific parameters for interfacing with electronic citations systems. County level access also allows management of local violations, and county-standardized lists such as townships, city names, etc.
- Agency – the level that provides access to law enforcement agencies to configure and maintain officers, court appearance assignments, and local violations. Agency level access also allows list management of local school districts, local streets, emergency responders, etc.

  IMPORTANT – Agencies that operate in more than one County will need to maintain separate lists and parameters specific to each County. This will require two separate logins to IUCS – one for each county the agency operates in.

<u>This document will only cover the Agency level.</u>

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3. Standard Features

3.1. Entities

The Agency-level information managed by this application includes:

Court Information

- Court Locations & Court Sessions – for local administrative courts only. Field courts for the judicial circuit are managed at the County level.

General

- Emergency Responders
- Schools and Parks
- Tow Information Management (under development)
- Streets
- ~~APS Form Verbiage~~ (obsolete)

Logs and Audit Trails

- Export Import List

Offenses and Violations

- Violations – allows agencies to add local violations of various types, and view statewide violations.
- Frequently Used Violations
- Offenses – searchable interface that allows a read-only view of the AOIC Offense Code table

Police Officer

- Assign Officer Schedules
- Officer Schedules
- Officer Schedule Report
- Officer Information

Security

- My Profile

To Do List

- Notify / Email To County Users
- My To Do List / Pending Tasks

Traffic Stop Data Sheet Records (rename)

- Manage Traffic Stop Data Sheet Batch
- Manage Traffic Stop Data Sheet

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3.2. Visual Guides

The following visual clues will display when the user can perform certain functions within the application:

-

Drop down lists – By clicking on the "arrow" on the right side of the box, a list of valid choices will be displayed for the user to choose. Entering the first letter of a word or phrase in the selection list will cause the word or phrase to "self-complete".

- "Pencil" icon – Will transfer to the "Edit" page for the entity.

- "X" icon – Will inactivate the item on the line that the "X" was clicked.

- "Block" – Will disable the item on the line that the "Block" was clicked.

- "Enable" – Will enable the item on the line that the "Enable" was clicked.

- Links – Each page may have links to perform additional viewing or updating of information. These links are easily identified because they are underlined and they function like links on the Internet..

- **+ / -** The application displays all the options a viewer might use. By clicking on "-", the options connected will collapse or be hidden; by clicking on "+" the options will again display. This function is supported in all search sections such as in ⊟ or ⊞Violation Search.

- **Progress Bar:** In the grey area directly below a window and to the left of the Internet symbol, a dark blue progress bar appears to indicate that a query has been submitted to the data base.

- **Error Message:** If there is an error, a red message displays in the top left hand corner of the application.

- Required fields – are indicated by a red asterisk next to the label,

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3.3. Navigation

- Navigating between parts of the entire application
    - Options listed on the Home Page are links to other parts of the entire application.
    - “Bread Crumbs” are links created at the top of the window that show the path taken [need window print]
    - Browser “Back Button
- Paging / List Navigation buttons

To go to a specific page, select a page number link or select the page number from the drop down list and press the “Go” button. Note: Only ten pages of data are available. If there are more than ten pages, the total number of pages will be displayed after the ‘/’.

There are also “quick paging” buttons. Note: If a button is grey, then the function is not available and clicking on it will have no effect.

Page backward 10 (ten) pages.

Page backward 1 (one) page.

Page forward 1 (one) page.

Page forward 10 (ten) pages.

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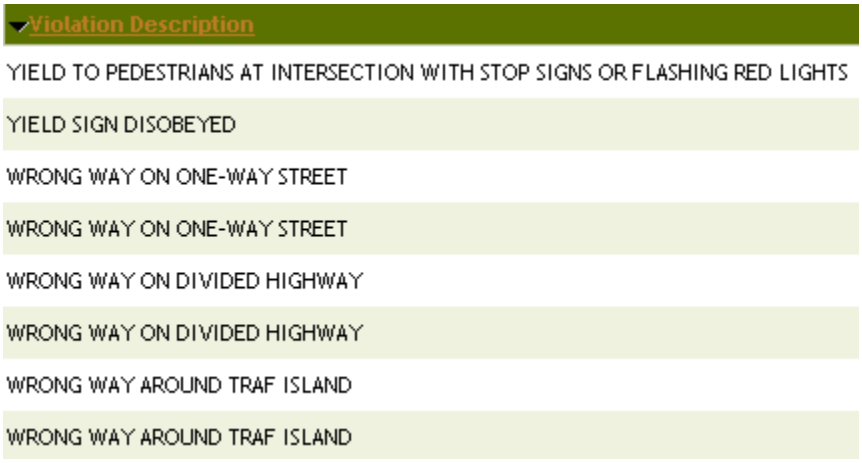
- Sorting Lists – When viewing a list, columns with information that can be sorted in ascending or descending order have a heading that is underlined. A black “arrow” (pointing up - ascending - or pointing down - descending -) indicates that the list is already being displayed in the sorted sequence. Clicking on the underlined column heading sorts all pages that have been listed, not just the page currently displayed.



Violation Description
YIELD TO PEDESTRIANS AT INTERSECTION WITH STOP SIGNS OR FLASHING RED LIGHTS
YIELD SIGN DISOBEYED
WRONG WAY ON ONE-WAY STREET
WRONG WAY ON ONE-WAY STREET
WRONG WAY ON DIVIDED HIGHWAY
WRONG WAY ON DIVIDED HIGHWAY
WRONG WAY AROUND TRAF ISLAND
WRONG WAY AROUND TRAF ISLAND

- Sync status columns
    - **Sync** – means the information has been shared with the Clerk’s system and may be used. When an agency makes a change to an item with a status of sync, the item will become pending.
    - **Pending** – means the information has not been shared with the Clerk’s system and is not available for use by an agency. While an item is in this state, the item may be changed.
    - **Locked** – means in the process of being synchronized with the Clerk’s system and not available for use by the agency. An item in this state cannot be changed. Contact IUCS Support if an item remains in this state.
- Search function - Many of the list windows have a “Search” feature. All searches work similarly. Entering a term in the search section causes the application to “filter” the list and return only the records that include the search criteria. The more elements that are used to filter, fewer numbers of returned records will be displayed. If no records match the filter, then no records will be displayed. The search function does not use an exact match. If the term, “in”, is entered into the search box, the search will return violations with the preposition “in” as well as words with “-ing”. If query is “seat belt”, “seat belt” Violations, but not “seatbelt” violations will be returned. The ‘expand’ and ‘collapse’ feature is supported in all search sections such as in ⊟ or ⊞Violation Search.

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4. Getting Started

- The URL / Site Address for the IUCS system is: http://iucs.illinoiscourtservices.net/
- This site is best viewed with Firefox 31.0 or higher or Chrome. Internet Explorer is not recommended at this time.

To access the IUCS website requires a User ID. To get a user ID, click on the link (circled in red below).

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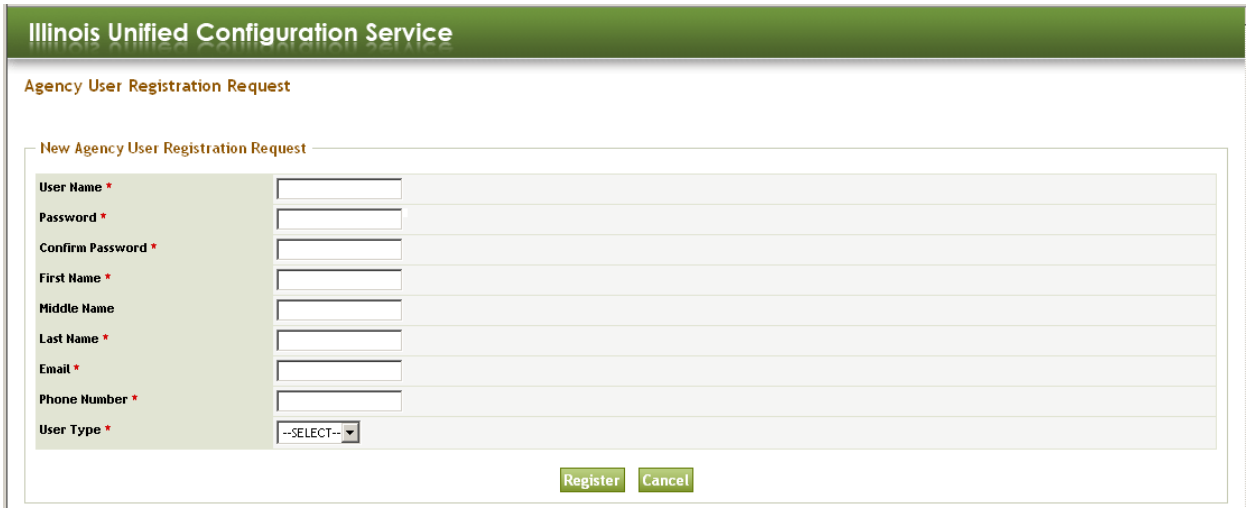
4.1. New Agency User Registration Request



Fill in all the required fields in the Agency User Registration form. Select “Agency” as user type. Click the “Register” button.

An IUCS system county administrator will review the request and approve the registration. If you have followed the above procedure and cannot gain access within 24 hours, contact your county administrator. Some agencies do not require approval to create a new user, so you may attempt to login immediately.

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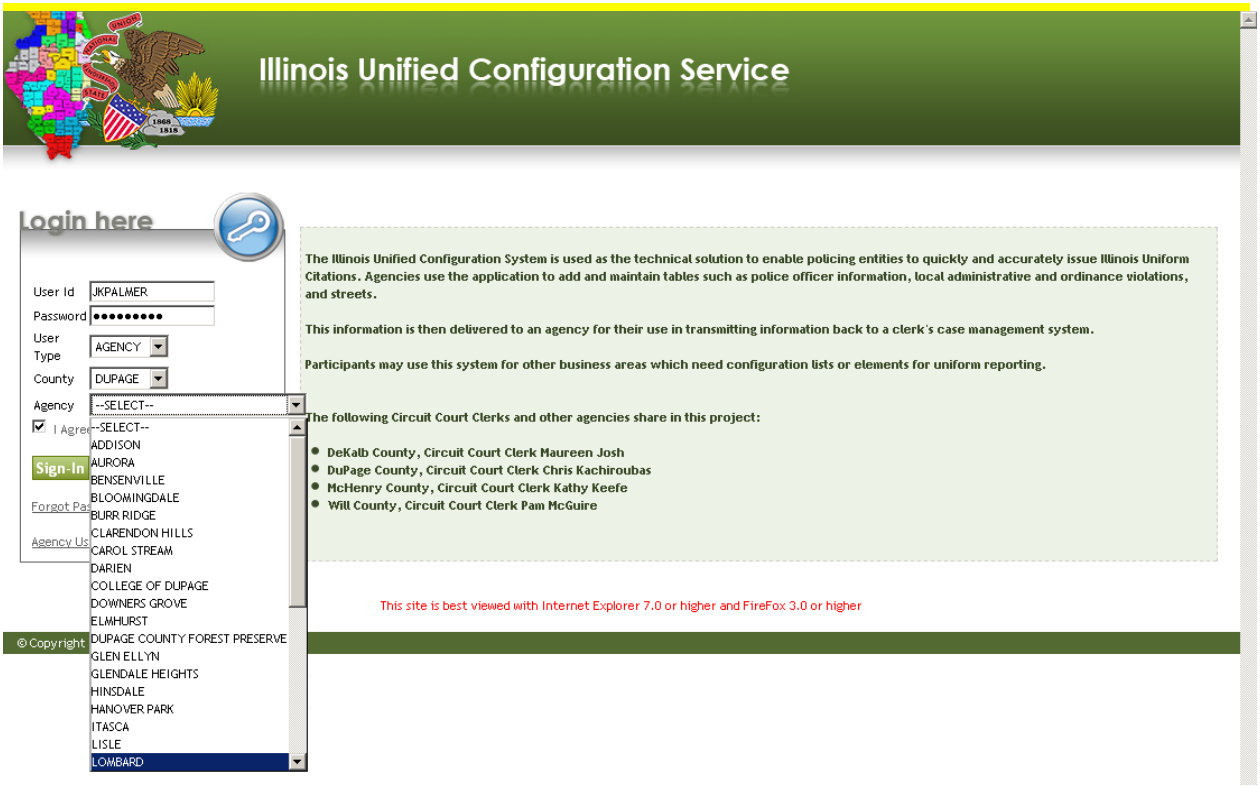
4.2. Login (after Registration)

- Providing credentials
    - Provide your User ID and password
    - Select “Agency” from the “User Type” drop down list.
    - Select your county name from the “County” drop down list.
    - Select your agency name from the “Agency” drop down list.
- The “I Agree with Terms and Conditions” box should be checked.
- Click the Sign-In button



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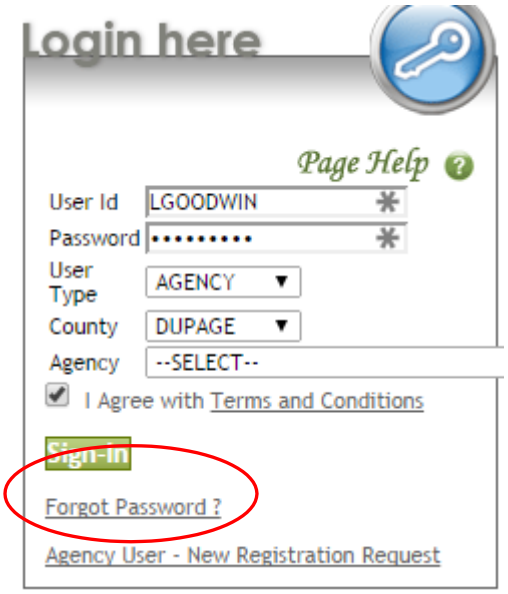
4.3. *Forgot Password?*

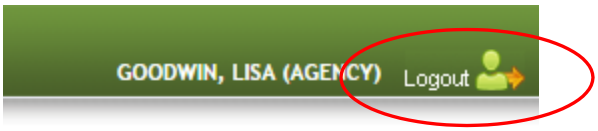
- Click on the link Forgot Password?



- Enter your User ID, User Type, County, Agency and Email address.
- A new password will be sent via your email address.. This password must be changed the first time that it is used.

4.4. *Logout*

- To end the IUCS session, click on the “Logout” button on the green frame in the upper right hand corner of any window.



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5. Agency User Menu

This is the window that will be displayed when you have successfully logged in. Expand any of the lists to see your choices.

If you need to perform other functions, contact your county IUCS Security Administrator.

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6. General

6.1. *Schools and Parks*

School and park information may be used in an electronic citation or crash application. Some applications may require this selection in some cases, such as Speeding in a School Zone. Schools and park districts should be appropriate to the County in which they are located.

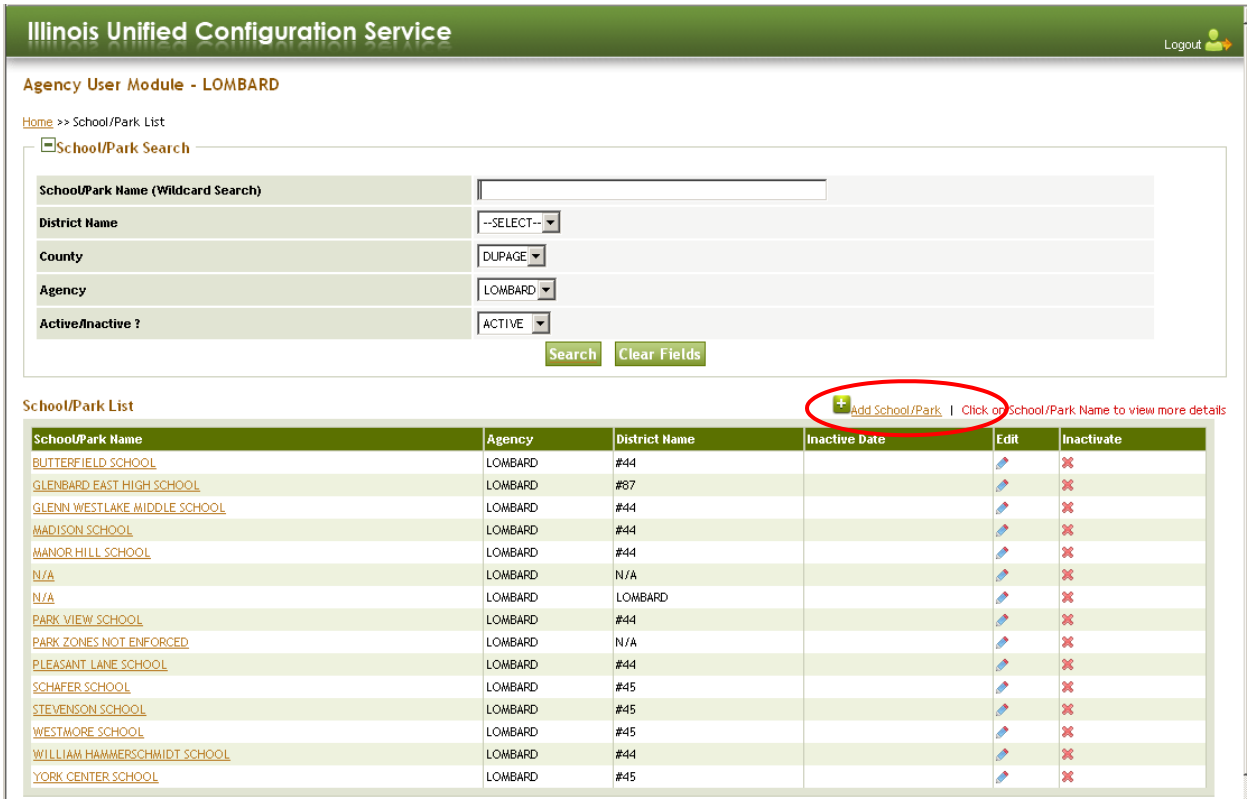
6.1.1. School / Park Search Section

Your county and agency have been defaulted and cannot be changed.

You can limit the list of names by entering or selecting a district name or by typing in a school or park name directly. Press the "Search" button to initiate the search.

6.1.2. School / Park List

The Clerk of the Circuit Court is responsible for defining the School and Park District Numbers; the agency is responsible for associating the school or park names to the correct district.



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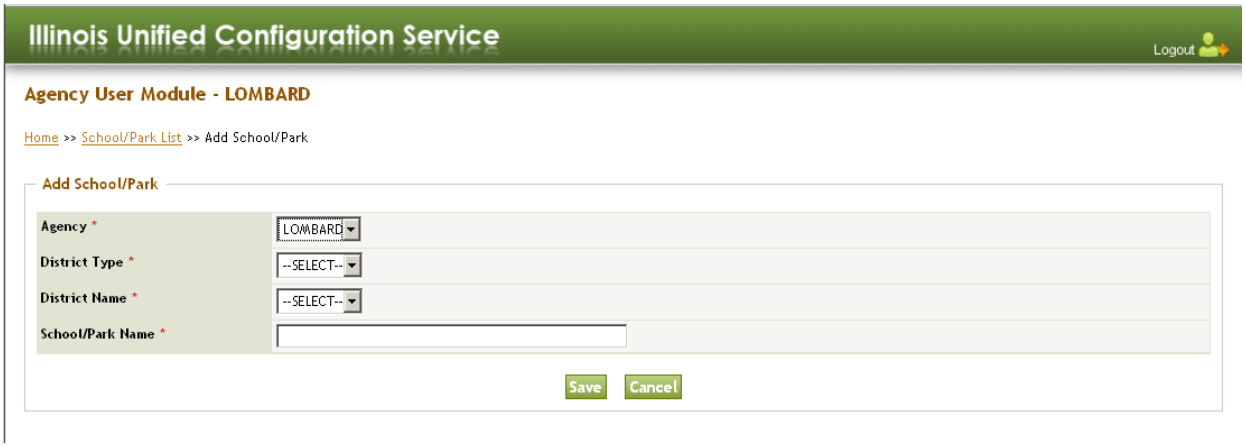
6.1.3. Add School/Park

Adding a school or a park is how an agency associates the school or park to the correct district.

- Click on the "+Add School / Park" link at the top right of the listing.



- The user's agency cannot be changed.
- Choose the type of district (SCHOOL or PARK) and the district name for the chosen type of district. The district names should have been previously set up by a county administrator. If the correct district name does not display, contact the county administrator.
- Enter the name of the school or park. **NOTE** – You may have abbreviate names in order to make content fit in the applications that use these values

6.1.4. Edit School / Park

In the list box, in the "Action" column to the right, click on the "Pencil" icon OR from the School / Park List, click on the underlined name of the entry that will be changed.

- Press the "Edit" Button
- Change the appropriate information.
- Press the "Save" button.

6.1.5. Inactivate School / Park

In the list box, in the Action column to the right, click on the bold red "X" on the same line as the School / Park to be inactivated.

- A pop-up box will require the user to verify the decision to inactivate.

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6.2. *Emergency Responders*

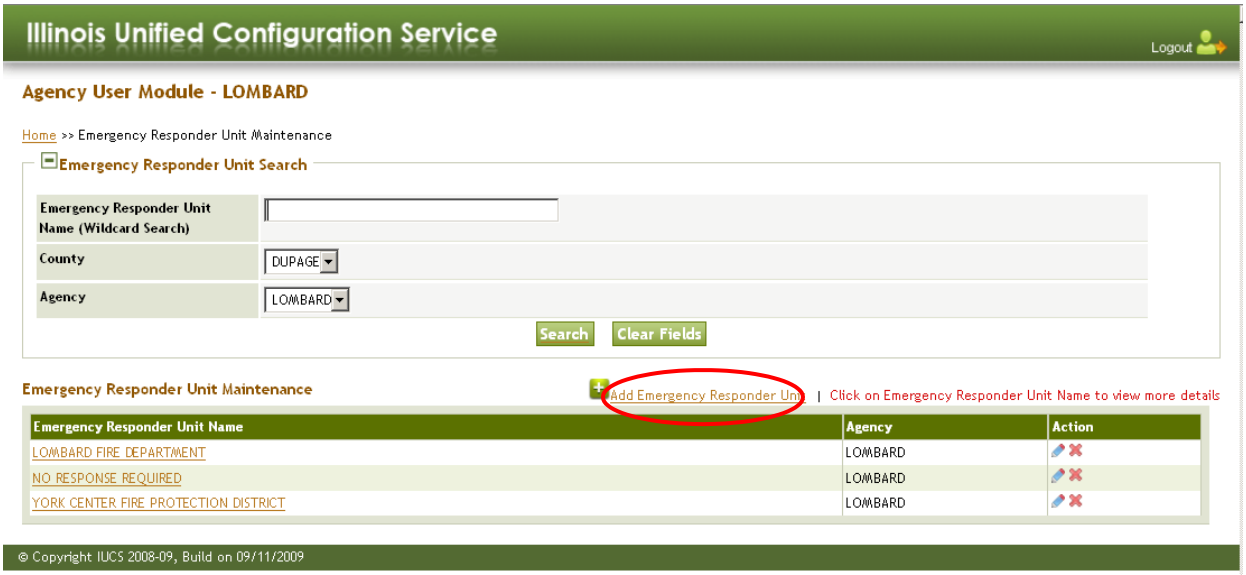
An Emergency Responder Unit is the name of an organization which may be called to the scene of an incident. The number of Emergency Responder Units created should be rather small. Emergency responders are not specific to a County since they respond across county and municipal boundaries. This list should include the most common units that your agency works with, as well as an "OTHER" and a "NO RESPONSE REQUIRED" option.

6.2.1. Emergency Responders Unit Search

The county and agency has been configured to default to display the county and agency name. Enter the parameters that are needed to narrow the list displayed in the lower part of this display. Press the "Search" button to initiate the search. Press the "Clear Fields" to reset the search criteria to list all.

6.2.2. Emergency Responders Unit Maintenance

Agencies are allowed to Edit or Delete an Emergency Responder name. Click on either the blue "Pencil" to edit, or the red "X" in the action column to delete. A pop-up message will requires the user to verify the decision to delete.



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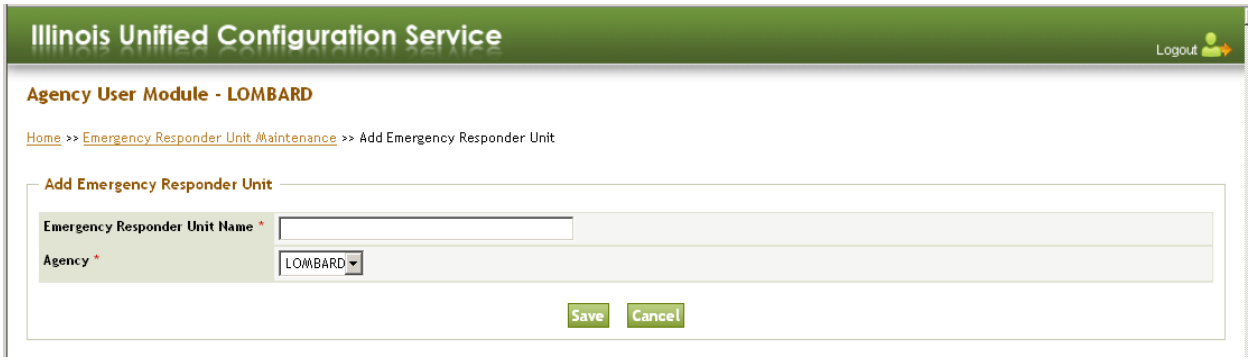
6.2.3. Add Emergency Responder Unit



- Click on +Add Emergency Responder Unit. to the top right of the listing.
- The agency name will display.
- Enter the name of the Emergency Responder Unit Name and click on the Save button to add the name to the database. **NOTE** – you may have to abbreviate names in order to make the content fit in other applications. DuPage County recommends the use of “FD” for Fire Department, and “FPD” for Fire Protection District.

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6.3. Streets

Street lists may be optional for your agency, depending on the requirements of other applications. Crash reporting applications may already have street lists, and electronic citation applications may allow free form text entry of streets. Streets are not specific to any one county.

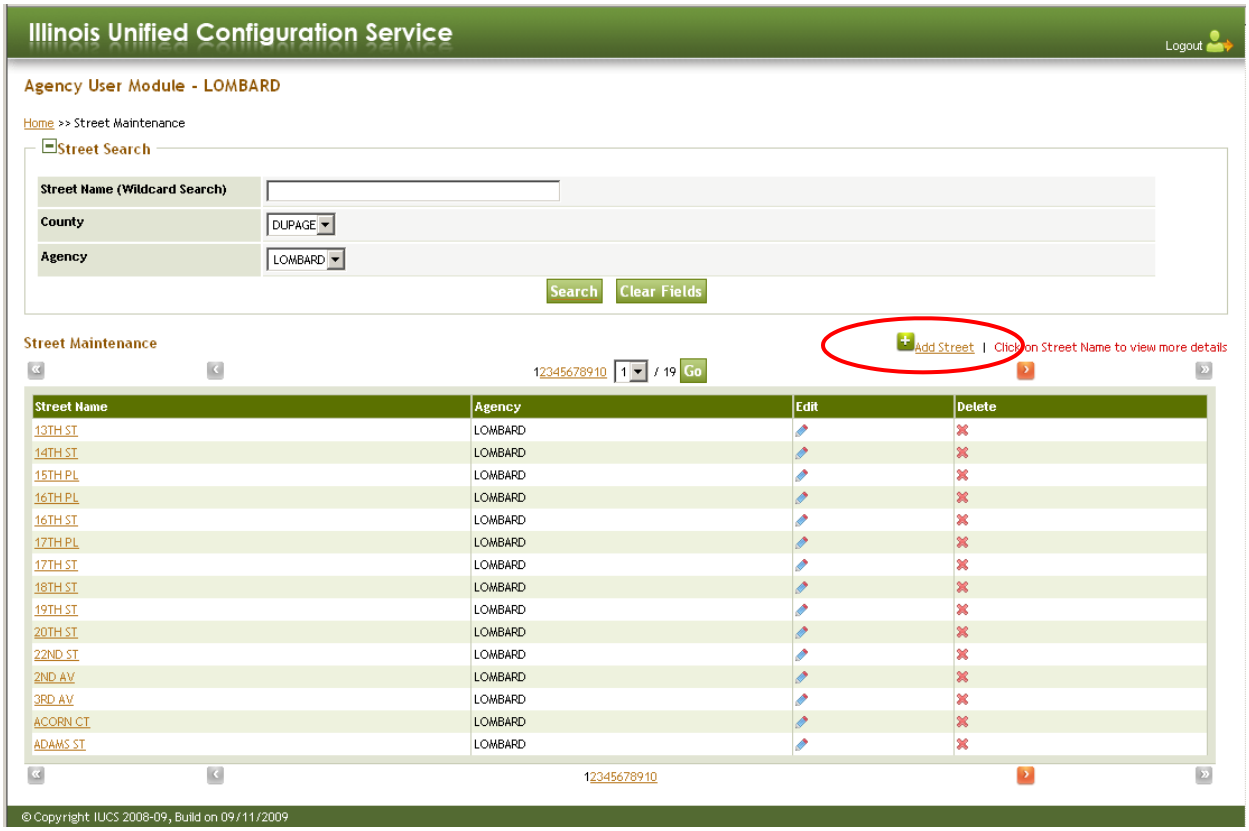
- **NOTE** - Agencies should use standard abbreviations for street type, e.g. 'ST' for Street
- **Hint**: Unless the legal street name contains the word for a compass direction, the street names should be kept simple and allow for a single entry for a street name, e.g. "MAIN ST" in the list to be used by the application and permit the officer to describe if it is "NORTH" MAIN ST or "SOUTH" MAIN ST.

6.3.1. Street Search

Enter the search terms in order to narrow the list displayed in the lower part of this display. Press the "Search" button to initiate the search.

6.3.2. Street Maintenance

Agencies are allowed to Edit or Delete a street name. Click on either the blue "Pencil" to edit, or the red "X" in the action column to delete. **HINT** - Ask your County administrator if your streets can be pre-populated from the County lists.



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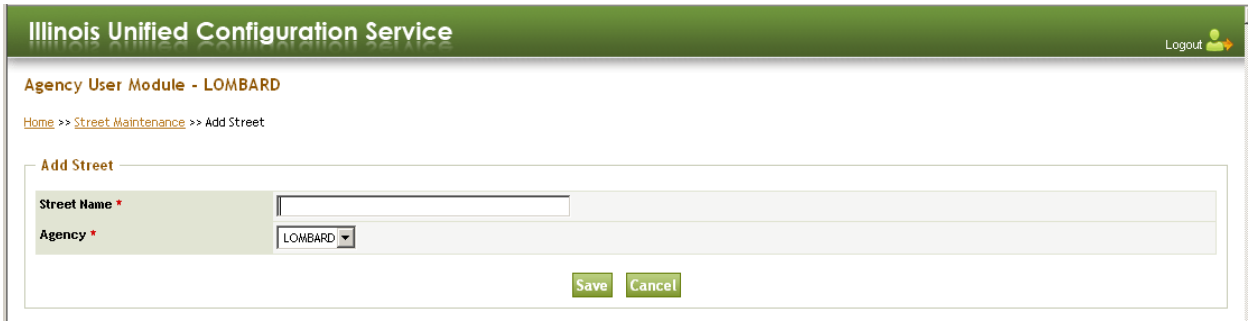
6.3.3. Add Street

Enter the name of the Street and click on the Save button to add the name to the database.



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7. Offenses & Violations

7.1. Manage Violations

Violations configured here can be pushed to e-citations application, then transmitted to the court systems to file the case charges against the violator. Standardizing the violations between the e-citations application and the court filing systems ensures that charges get filed correctly the first time.

7.1.1. Violation Definitions

There are four distinct types or groups of violations

1. State Violations (SV) – State violations are first created from the statewide AOIC Offense Code table, then they may be modified by each Circuit Clerk to comply with local interpretations by the State's Attorney. IUCS also supports County-specific violation identifiers, if the Circuit Clerk's systems do not use the Offense Codes. As such, each set of state violations may be unique at the County level.

2. Local State Violations (LSV) – Local state violations are state violations that have been adopted as local ordinances, for use by for those agencies that have adopted the Illinois Vehicle Code (IVC). These violations are prosecuted by local prosecutors, not by the State's Attorney.

    a. Agencies may "manually" create an LSV, if their agency has not adopted the IVC as their local ordinances, by selecting a State Violation (SV) as a template.

    b. Agencies may edit some elements of an LSV.

        i. If an agency is an IVC agency, and if the LSV is in the IVC, then there is no editing allowed.

        ii. If the agency is not IVC , primary system Information key, Case type, Case Class and Inchoate offense are editable.

    c. For the initial creation of LSV violations, please contact your IUCS Administrator.

3. Local Administrative Violations (LAV) – These are violations that must be created by an agency and can only be used on NTA/NTC or Parking forms. They are "heard" in an administrative hearing, rather than prosecuted at a court level. Municipal ordinances such as parking, noise disturbances and red light cameras are examples.

4. Local Court Violations (LCV) – These violations must be created in cooperation with a municipality and the court. These are violations which may escalate to the judicial system if the offense is not resolved at the local level.

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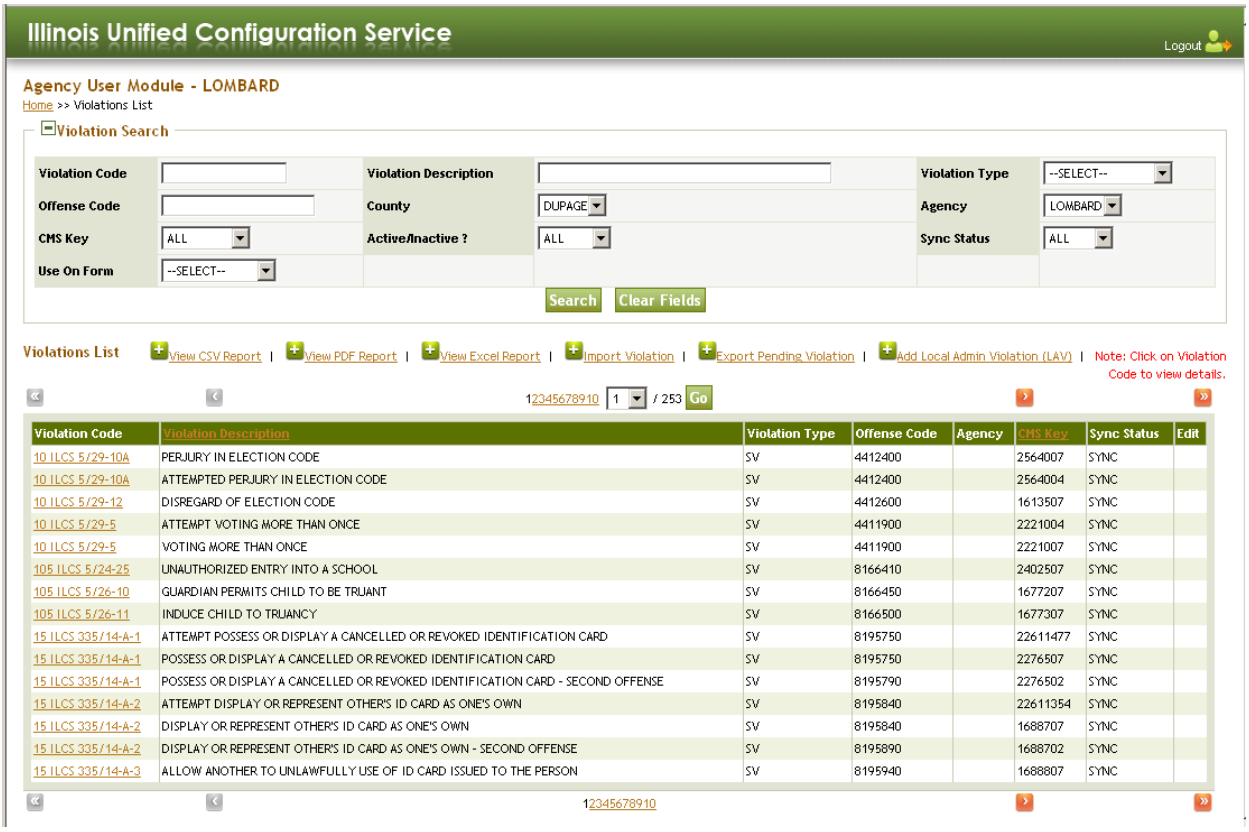
7.1.2. Violation Search

- Enter or select the search term or terms needed to narrow the list displayed in the lower part of this display.
- Press the “Search” button to initiate the search. If there are no returns, it is possible that one search term contradicted another search term, e.g. “Use on Form=overweight” and “ViolationType = Local Admin -LAV”
- SYNC indicates the violation has been accepted and configured by the circuit clerk court system, if that is a county requirement. Questions about other Status values should be directed to your County administrator.
- If you are a multi-county Agency, be sure to use the correct County.

7.1.3. Violation List

This is the initial display of violations when the user selected Manage Violations from the “Home” screen.



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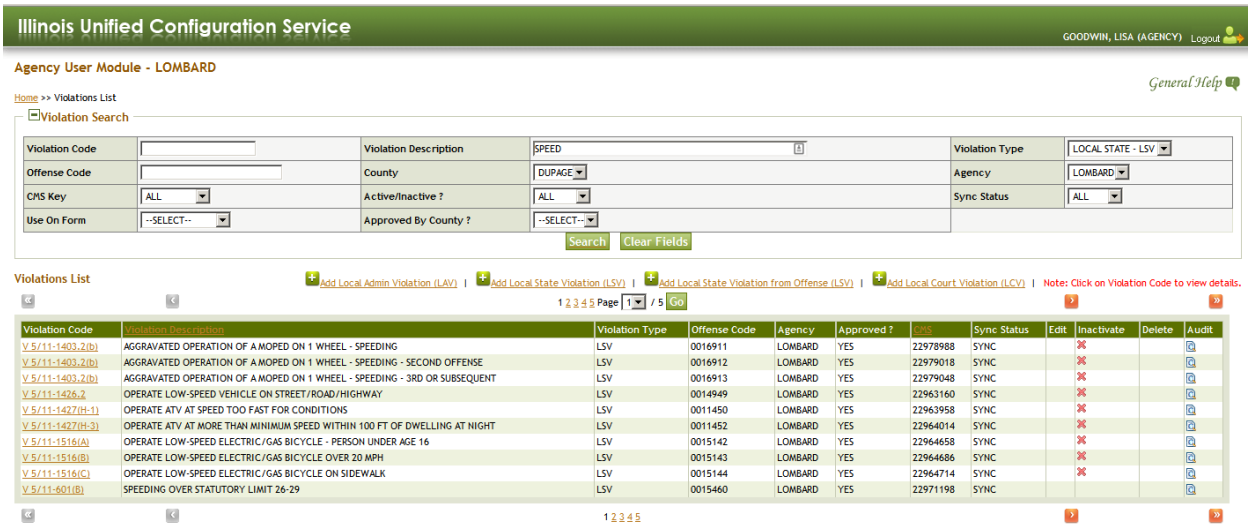
This window shows an example of the result of a search for violations that have the word “SPEED” in its description and that have a violation type of “Local State Violation (LSV)”.



Clicking on one of the Violation Codes will display the following page.

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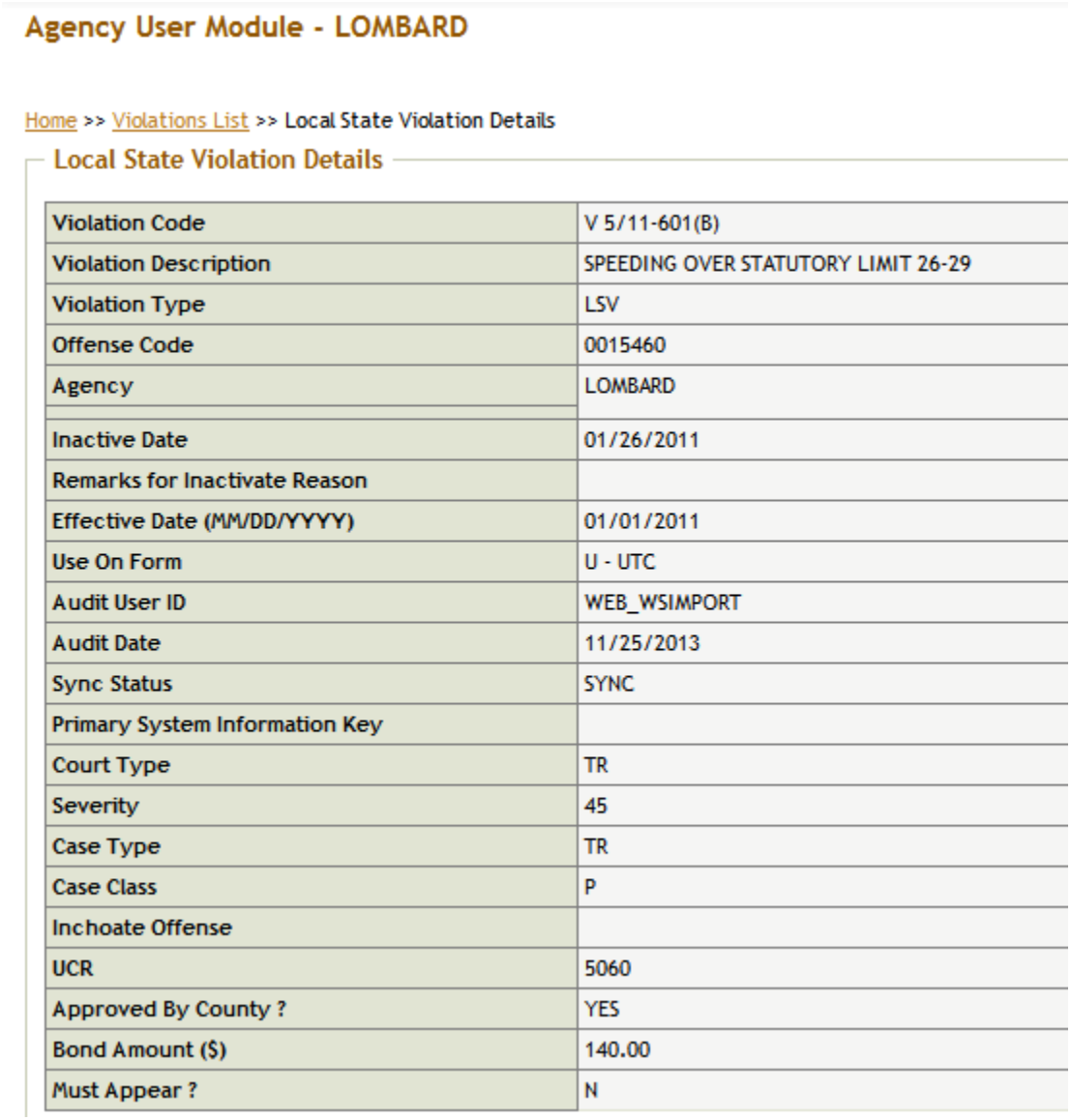
7.1.4. Violation Details

This Violation Details screen is divided into two sections.

1. Violation Information – State Violations are controlled by the County, while the Agency has some flexibility with Local Ordinances. Contact your County Administrator with issues or questions.



Agency User Module - LOMBARD

Home >> Violations List >> Local State Violation Details

Local State Violation Details

Violation Code	V 5/11-601(B)
Violation Description	SPEEDING OVER STATUTORY LIMIT 26-29
Violation Type	LSV
Offense Code	0015460
Agency	LOMBARD
Inactive Date	01/26/2011
Remarks for Inactivate Reason	
Effective Date (MM/DD/YYYY)	01/01/2011
Use On Form	U - UTC
Audit User ID	WEB_WSIMPORT
Audit Date	11/25/2013
Sync Status	SYNC
Primary System Information Key	
Court Type	TR
Severity	45
Case Type	TR
Case Class	P
Inchoate Offense	
UCR	5060
Approved By County ?	YES
Bond Amount ($)	140.00
Must Appear ?	N

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2. Offense Information is provided for information purposes and not editable. The Offense information is obtained from the Offense Code tables and other parameters from the State of Illinois. Contact your County Administrator with questions.

Offense Details

Offense Code	0015460	Version	2.3	Class of Violation	P
Description	DRIVING 26-29 MPH ABOVE LIMIT	Effective Date	01/01/2011	Inactive Date	01/26/2011
Chapter	0625	Act	00050	Section	11-601(b)
Is State Police?	NO	Must Appear ?	NO	ADR SOS	Supervision
Statutory SOS	YES	BOI ?		Case Type	TR
Audit Date	01/07/2011	AOSEQ	122500	AOIC Management Review Date	
Use On FORM / APS	UTC	Added/Changed ?	Changed	Reason For Stop	1:MOVING VIOLATION
Moving Violation Type	1:SPEED	Speed Low (mph)	26	Speed High (mph)	29
Default Bond Amount ($)	140.0	School District ?	NO	Park District ?	NO
Emergency District ?	NO	Over Weight		Collect Axle Number ?	NO
Collect Gross ?	NO	Collect Excess Pounds ?	NO	Collect Permit Number ?	NO
Fine Schedule		Allowed Weight Zero ?	N	Combination Bond ?	NO
Collect Speed ?	NO	Temporary Offense ?	NO	Complaint Verbiage	
School Bus Driver	NO	Remarks	PNLTY 11-202;SOS 50;PA 96-1507	UCR	5060
Subsequent Offense	NO				

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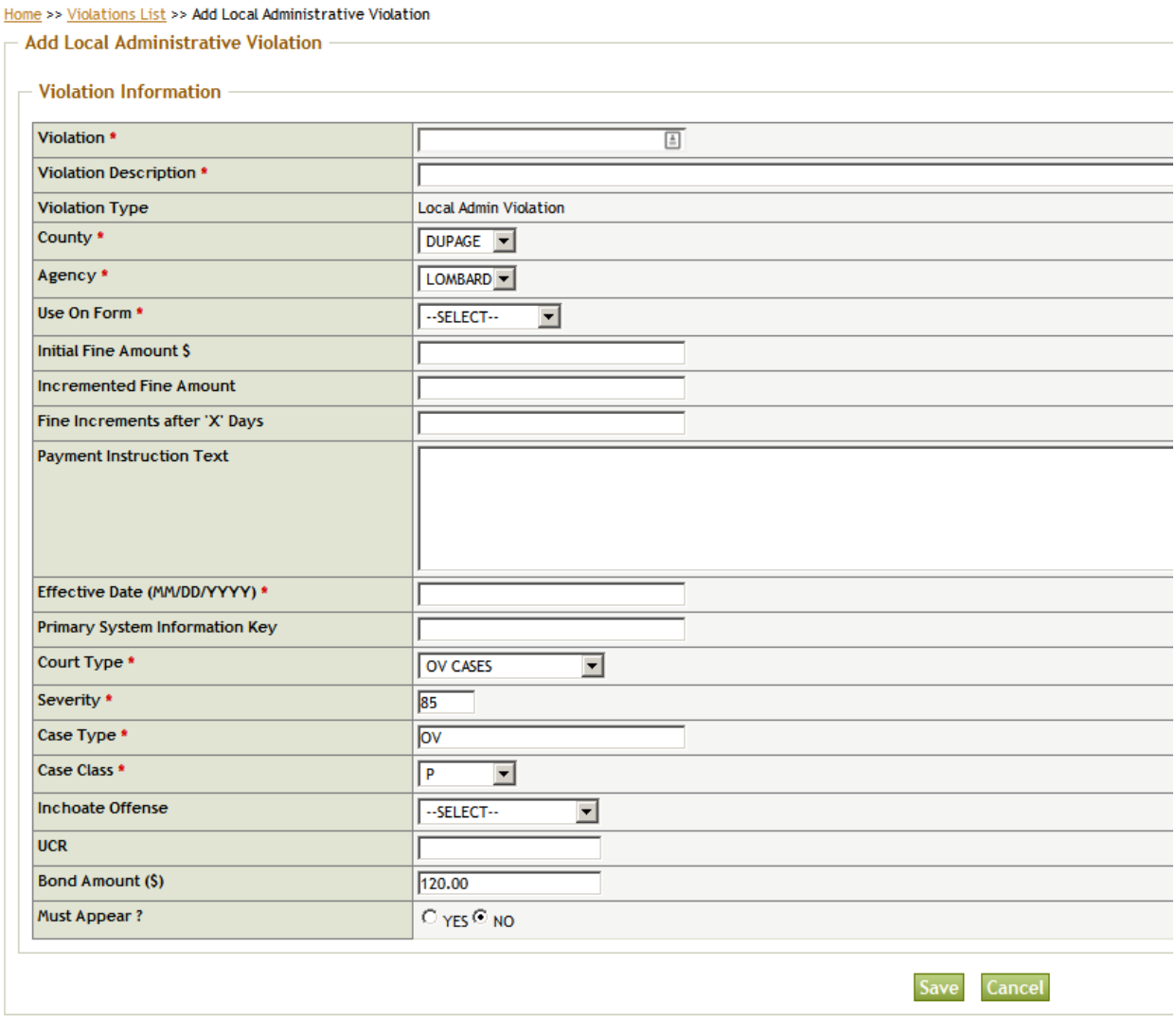
7.1.5. Add Local Administrative Violation

This feature will be documented in the next release. Please contact your County Administrator if you are interested in Local Admin violations.



Place values in the fields that are marked as required (red asterisk).

County and Agency are pre-filled.

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7.1.6. Add Local State Violation

This feature will be documented in the next release.

7.1.7. Add Local State Violation from Offense

This feature will be documented in the next release.

7.1.8. Add Local Court Violation

This feature will be documented in the next release.

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7.2. List of Frequently Used Violations

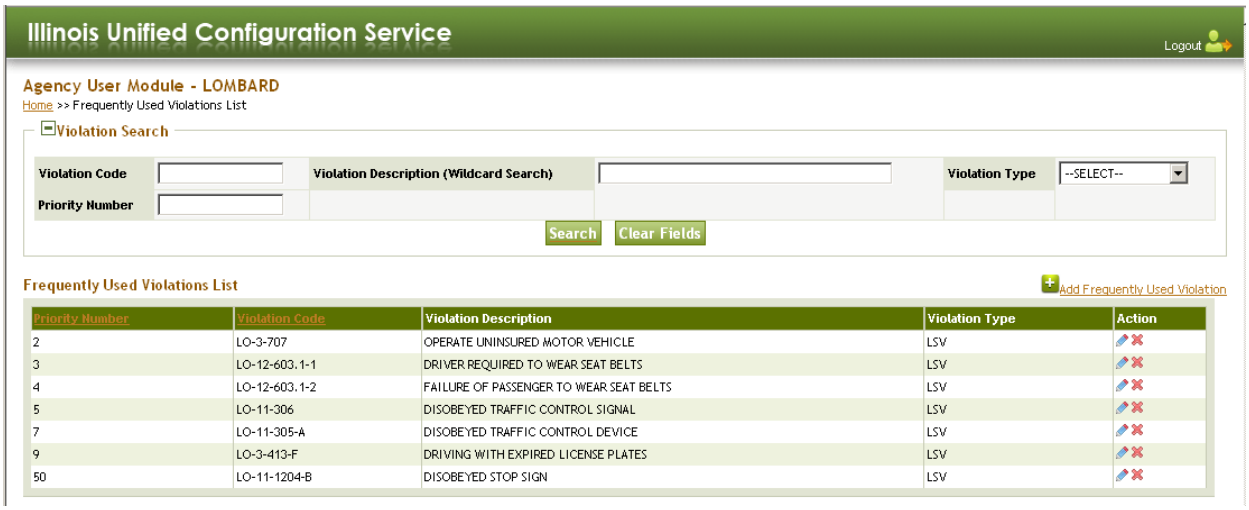
This list is used exclusively by the APS / ReportBeam client application. It is intended to provide an officer, using the ReportBeam client, quick access to violations that are frequently used when issuing citations.

7.2.1. Violation Search

Violation Codes and Violation Descriptions accept partial text to facilitate searching.

7.2.2. Frequently Used Violations List

- Click on the “pencil” icon in the Action column, will display the editable information.
- Click on the “X” icon in the Edit column, will delete or remove the selected violation from the Frequently Used Violation list.



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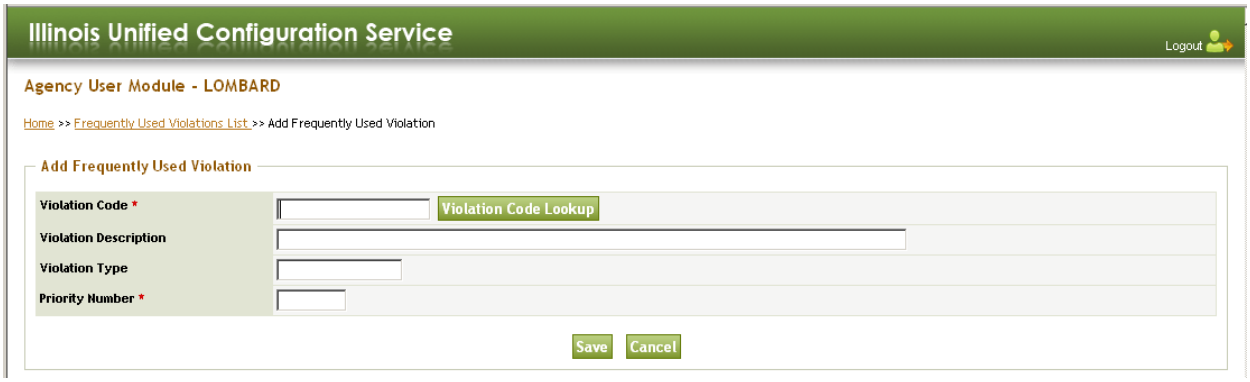
7.2.3. Add Frequently Used Violation

- When the user clicks on the “Add Frequently Used Violation” link, the following screen will be displayed.



- Clicking on the “Violation Code Lookup” button will display the Violation Search screen seen on the next page.

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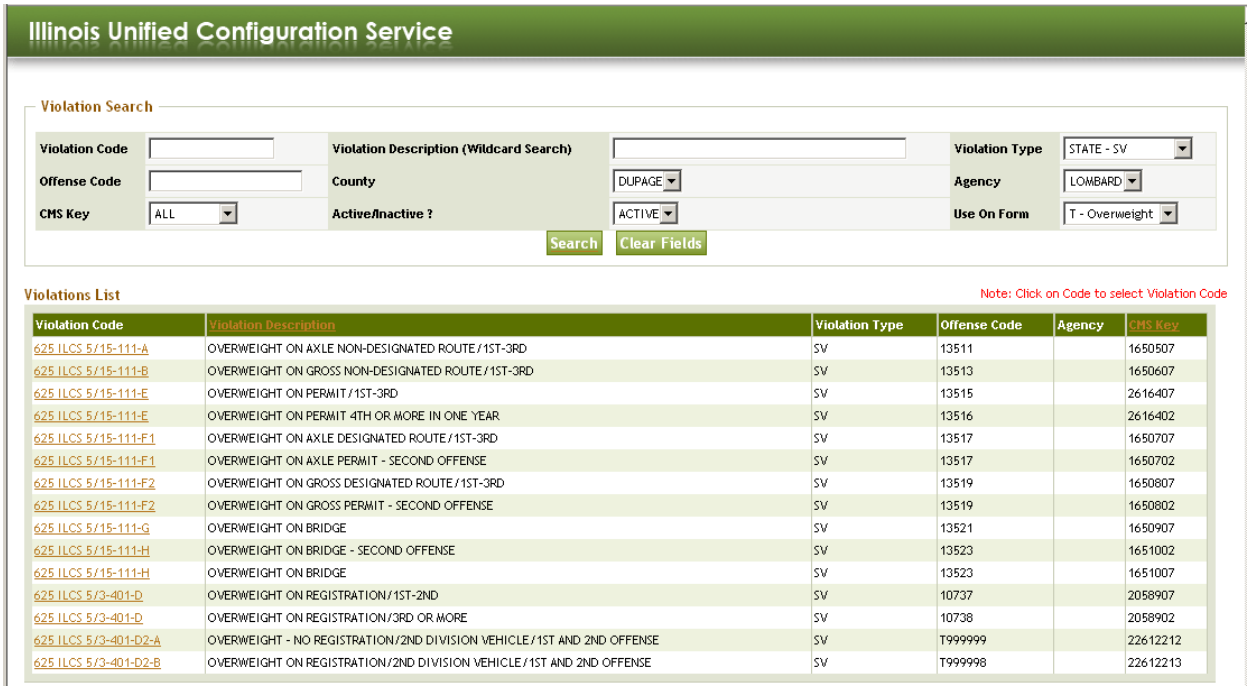
- The county and agency defaults to the user's Agency and County name.
- By supplying additional search criteria and hitting the "Search" button, the user will narrow the list of violations that they can choose. This example shows that the list has been narrowed to Violation Type of "STATE – SV" that are valid for Use On Form of "T – Overweight"



Violation Code	Violation Description	Violation Type	Offense Code	Agency	CMS Key
625 ILCS 5/15-111-A	OVERWEIGHT ON AXLE NON-DESIGNATED ROUTE/1ST-3RD	SV	13511		1650507
625 ILCS 5/15-111-B	OVERWEIGHT ON GROSS NON-DESIGNATED ROUTE/1ST-3RD	SV	13513		1650607
625 ILCS 5/15-111-E	OVERWEIGHT ON PERMIT/1ST-3RD	SV	13515		2616407
625 ILCS 5/15-111-E	OVERWEIGHT ON PERMIT 4TH OR MORE IN ONE YEAR	SV	13516		2616402
625 ILCS 5/15-111-F1	OVERWEIGHT ON AXLE DESIGNATED ROUTE/1ST-3RD	SV	13517		1650707
625 ILCS 5/15-111-F1	OVERWEIGHT ON AXLE PERMIT - SECOND OFFENSE	SV	13517		1650702
625 ILCS 5/15-111-F2	OVERWEIGHT ON GROSS DESIGNATED ROUTE/1ST-3RD	SV	13519		1650807
625 ILCS 5/15-111-F2	OVERWEIGHT ON GROSS PERMIT - SECOND OFFENSE	SV	13519		1650802
625 ILCS 5/15-111-G	OVERWEIGHT ON BRIDGE	SV	13521		1650907
625 ILCS 5/15-111-H	OVERWEIGHT ON BRIDGE - SECOND OFFENSE	SV	13523		1651002
625 ILCS 5/15-111-H	OVERWEIGHT ON BRIDGE	SV	13523		1651007
625 ILCS 5/3-401-D	OVERWEIGHT ON REGISTRATION/1ST-2ND	SV	10737		2058907
625 ILCS 5/3-401-D	OVERWEIGHT ON REGISTRATION/3RD OR MORE	SV	10738		2058902
625 ILCS 5/3-401-D2-A	OVERWEIGHT - NO REGISTRATION/2ND DIVISION VEHICLE/1ST AND 2ND OFFENSE	SV	T999999		22612212
625 ILCS 5/3-401-D2-B	OVERWEIGHT ON REGISTRATION/2ND DIVISION VEHICLE/1ST AND 2ND OFFENSE	SV	T999998		22612213

- Clicking on one of the "Violation Code" links, will select that violation for possible inclusion into the frequently used list. (for this example, we selected "625 ILCS 5/3-401-D2-A") and the following screen is pre-populated with data from the selected violation.

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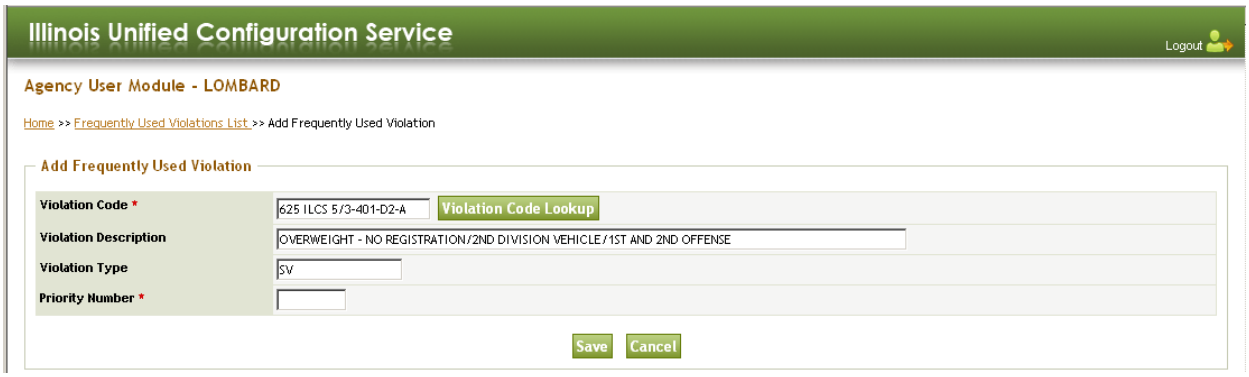
- Place a “value in the “Priority Number” (where in the violation list this violation will appear, which is displayed to the officer in the ReportBeam application (1-top of list , 99-bottom of list any other number relative to 1 and 99).



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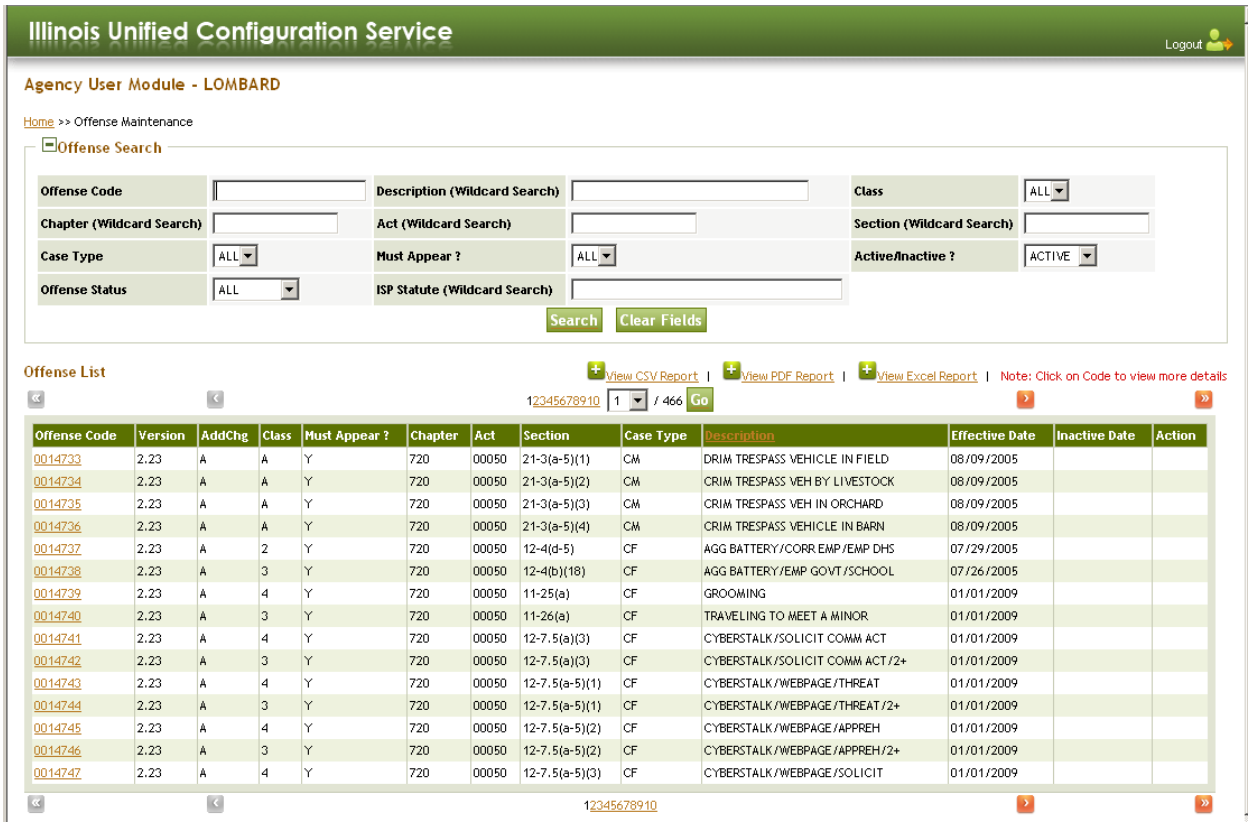
7.3. Offense Module

Offenses are defined and maintained by the Administrative Office of the Illinois Courts (AOIC). The Offense List is a list of offenses recognized by the AOIC.

7.3.1. Offense Search

The application opens with a display of current offenses known to the system for the entire state of Illinois. An offense is the foundation for violations.

- Enter any search terms in the fields that are needed to narrow the search.
- Press the “Search” button to initiate the search and the offense list that displays will contain the offenses that meet the criteria set by the search terms..



- By clicking on an Offense Code link, the details for that offense will be displayed on the next window that displays.

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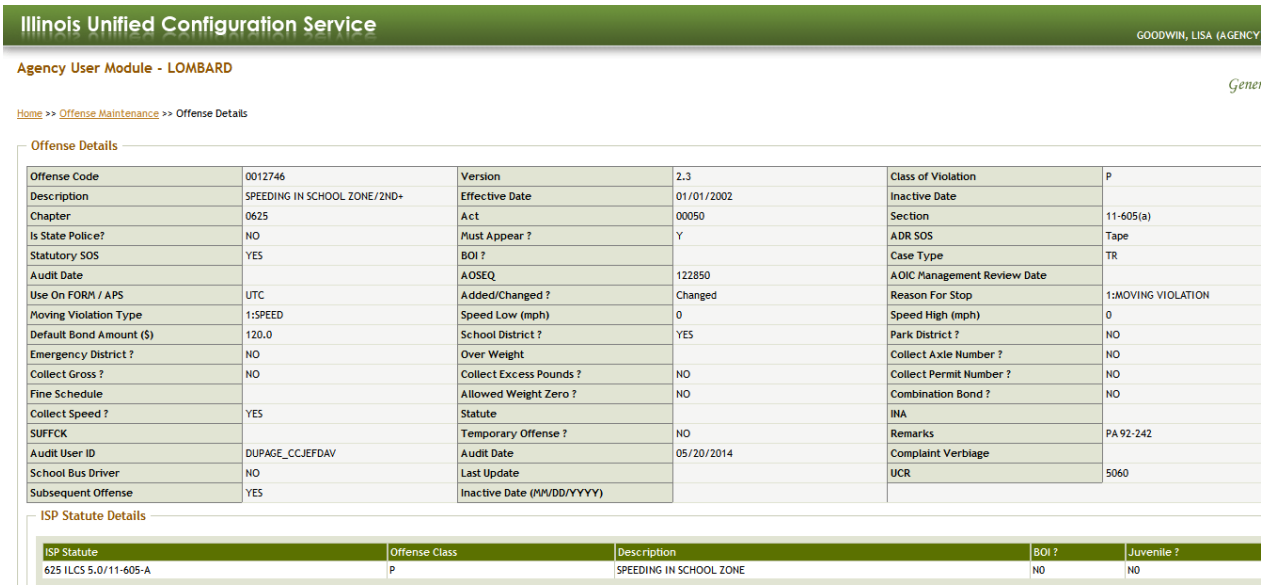
7.3.2. Offense Details

The information in Offense Details is either derived from the AOIC Offense Code table for the State of Illinois, or is metadata designed to facilitate the use of this offense in a third party application.



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8. Police Officers

Each County may manage officer schedules differently. Please check with your County Administrator in each County that your Agency operates in. In DuPage County, the County Administrator creates court sessions at specific locations for each Agency. Once sessions are created, the Agency uses IUCS to assign individual officers to those sessions. The Agency also has the ability to change or remove officers from court sessions.

If a court session at a particular location has not been created, the Agency will not be able to assign officer schedules. Please contact the County Administrator.

Note: Depending on the County and requirements of other third party applications, officer schedules may have to be entered both in IUCS and sent to the Circuit Clerk.

8.1. Assign Officers Schedules

Officer schedules must be created separately for every County in which the Agency operates. The County Administrator will assist agencies in determining any specific county parameters listed below.

8.1.1. Search Officers for Schedules Assignment

- The county and agency defaults to the user's county and agency name.
- Each County creates their own list of Court Types, according to how court cases are managed. For example, in DuPage County, TR is Traffic Court, DT is DUI Court, OV is non-traffic ordinance violations, etc.
- Each County defines their list of Court Locations, which includes available field courts. For example 4002 and 4015 are the court room numbers at the DuPage County Complex, while WH is Wheaton Field Court, GL is Glendale Heights Field Court, etc.
- The Start Date must be a date in the future. You cannot assign a past court session.
- The search fields with an asterisk are required. Sessions can be narrowed down by using any of the following:
    - A single day of the week or any combination of Days of the Week
    - A single choice from Week of the Month
    - AM or PM sessions
    - A purpose code is a descriptor that a County may use to further indicate what type of court session it is, i.e. arraignment, initial schedule, etc.

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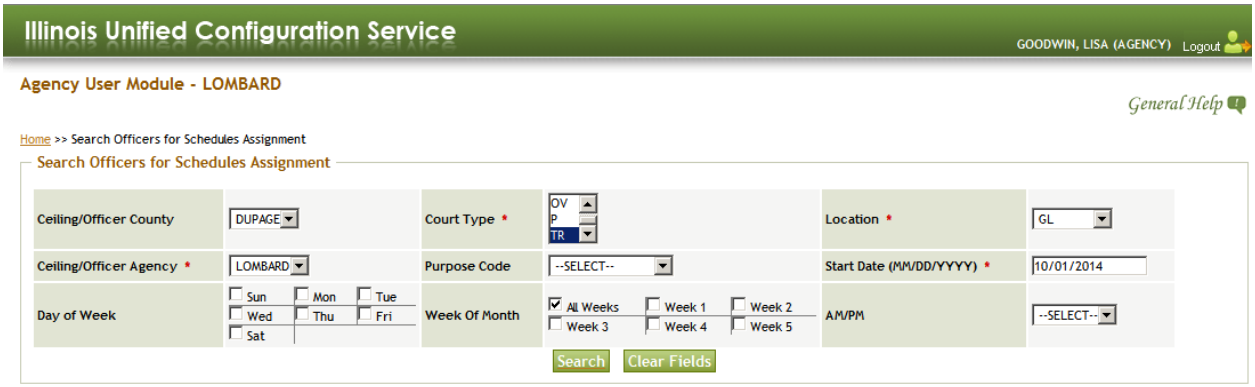
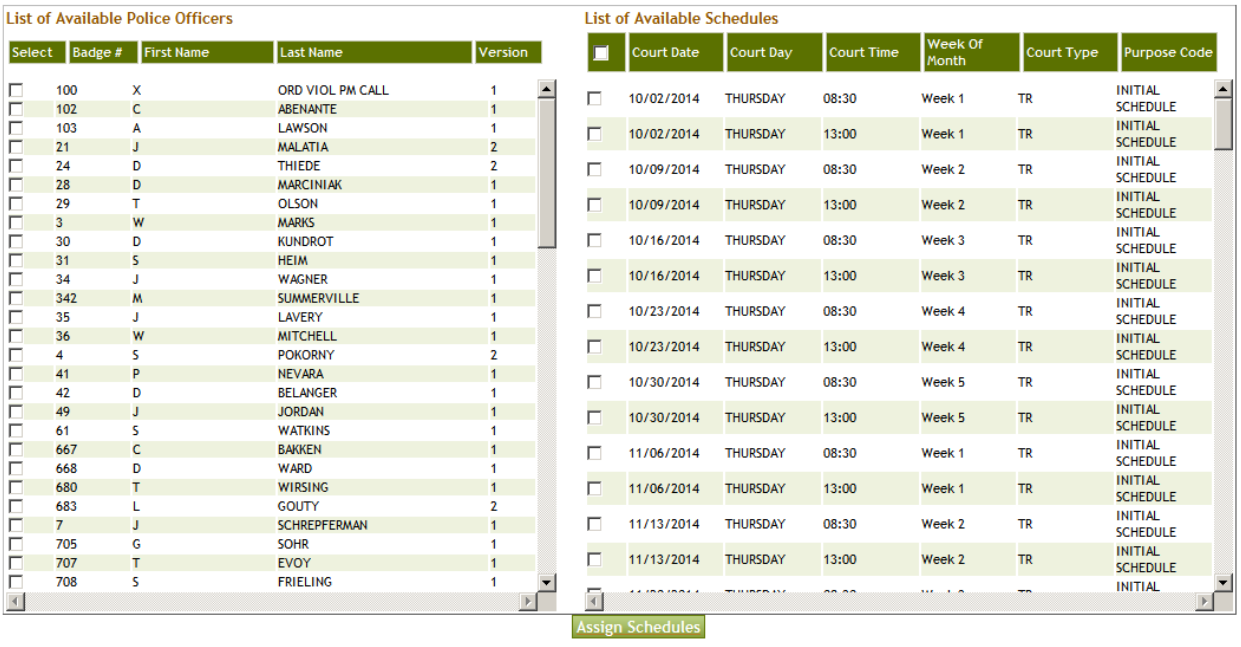
Complete these parameters on the Assign Officer Schedules screen, and click Search.



8.1.2. Display Court Schedule Assignment List

Press Search and a list of agency officers will display side by side with a list of available dates to which one or more officers can be assigned. The list of officers is displayed on the left. The Available Court Sessions for the search parameters is on the right. This agency has both AM and PM court sessions on Thursdays.



- .Select the officer[s] to be scheduled by checking the box in front of their name(s) from the “List of Available Police Officers”.
- Select the court dates to be assigned to the officers by clicking in the box next to the schedule listed in “List of Available Schedules”.

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- When you have selected all the desired combinations, click the “Assign Schedules” button at the bottom of the display.

8.1.3. ** Handy Tips for Court Scheduling **

1. Court dates may be available up to 60 days in advance. January’s dates may be needed in November depending on requirements of the County and/or third party applications.
2. Holidays are excluded from the County’s court sessions. If an officer’s court date is usually the 3rd week of the month, this may conflict with a holiday like Thanksgiving. You have to modify the search to show more than one week, or you can assign November’s date separately. If you are assigning dates over a long period of time, selecting by week of month may not be helpful.
3. If officers are generally scheduled for only morning or afternoon timeslots, the AM/PM search option is very handy for reducing the available court sessions.
4. The system will not create duplicate schedules. If you select a court session that has already been assigned to an officer, the system will warn you and still create all the new assignments.
5. If you can group officers that have the same schedules together, select one set of court dates and multiple officers to assign them in one large batch.
6. Don’t forget that multi-county agencies must create court dates for stops conducted in all counties.
7. If an officer’s schedule changes, the court schedule assignments can be altered. **However**, changing the officer’s court schedule in IUCS only prevents further cases from being assigned to that schedule. **IUCS does not provide case scheduling information.**

   IUCS does not adjust or notify the court of an officer’s schedule change. Notify the prosecutor of schedule conflict issues to resolve any problems with existing cases assigned to the original schedule.

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8.2. Officer Schedules

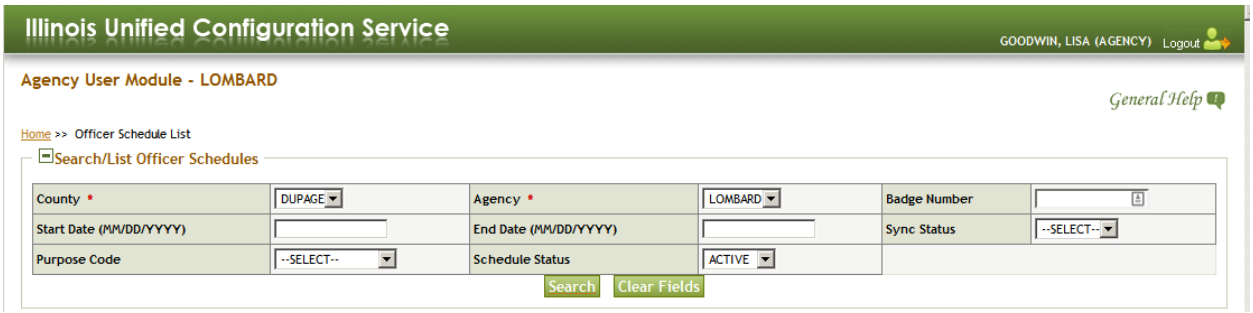
8.2.1. Search / List Officer Schedules

The county and agency has been set to your county and agency name.

Enter the parameters that you wish to use to narrow the list displayed in the lower part of this display. Fields with an asterisk (*) are required.

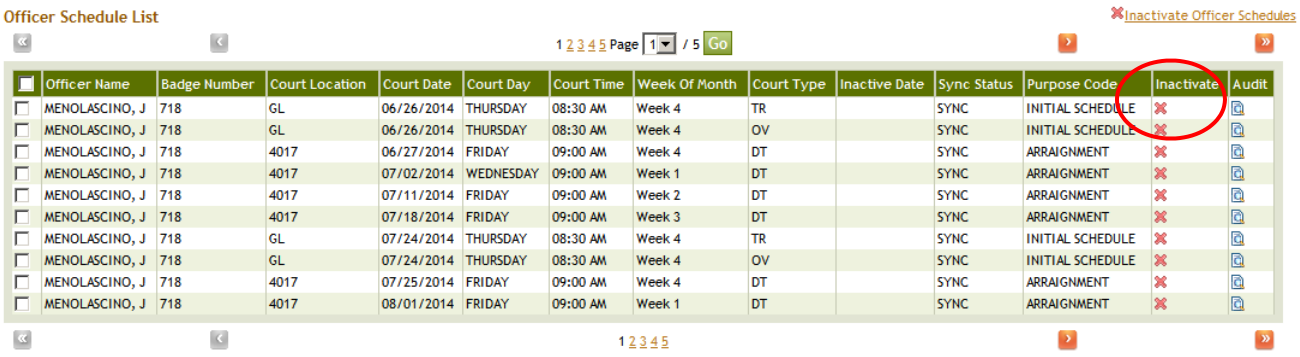
- Badge Number will display a schedule for only one officer. Leave it blank to see all officers in the Agency.
- The Start and End Dates will limit the dates returned.
- The Schedule Status of ACTIVE or INACTIVE allows the user to view the current schedules or the schedules that were removed from an officer's rotation.

Press the "Search" button to initiate the search.



8.2.2. View Officer Schedule List

Note: If you see a Sync Status of PENDING or LOCKED, contact the County Administrator.



8.2.3. Inactivating an Officer's Schedule

Click the red X in the Inactivate column to disable that scheduled date for an officer.

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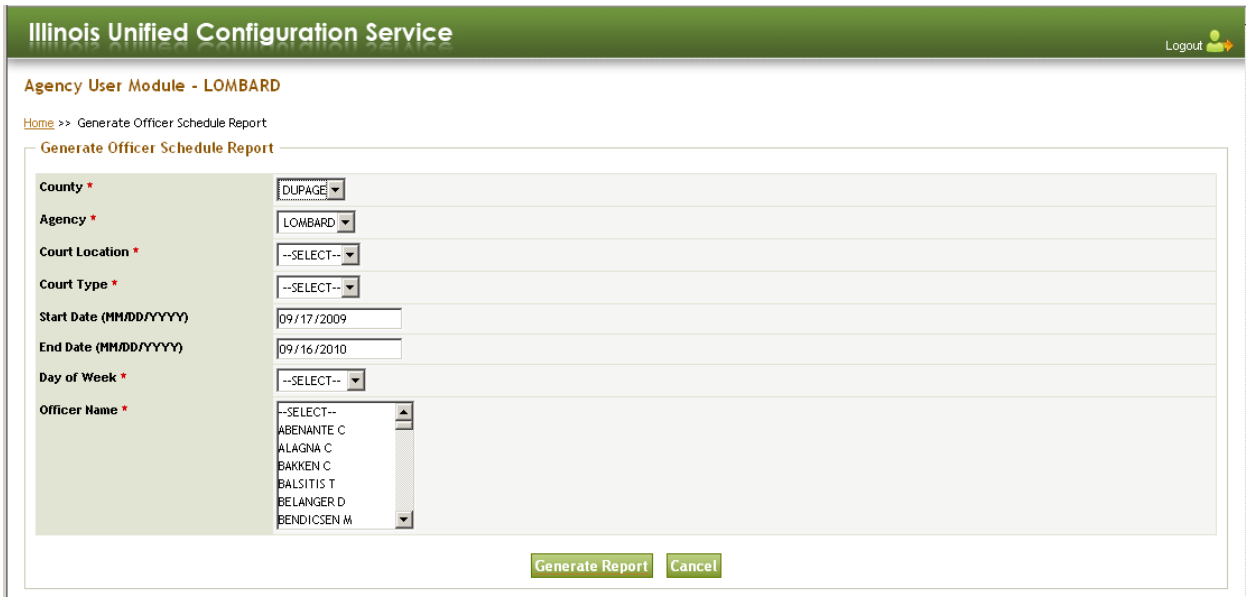
8.3. Officer Schedule Report

8.3.1. Generate Officer Schedule Report

- The county and agency defaults to the user's county and agency name.
- Create a report by selecting from the fields displayed:
  - One Court Location
  - One Court Type
  - Start Date and End Dates
  - Day of the Week (*pending removal of parameter*)
  - One or more officers can be selected.



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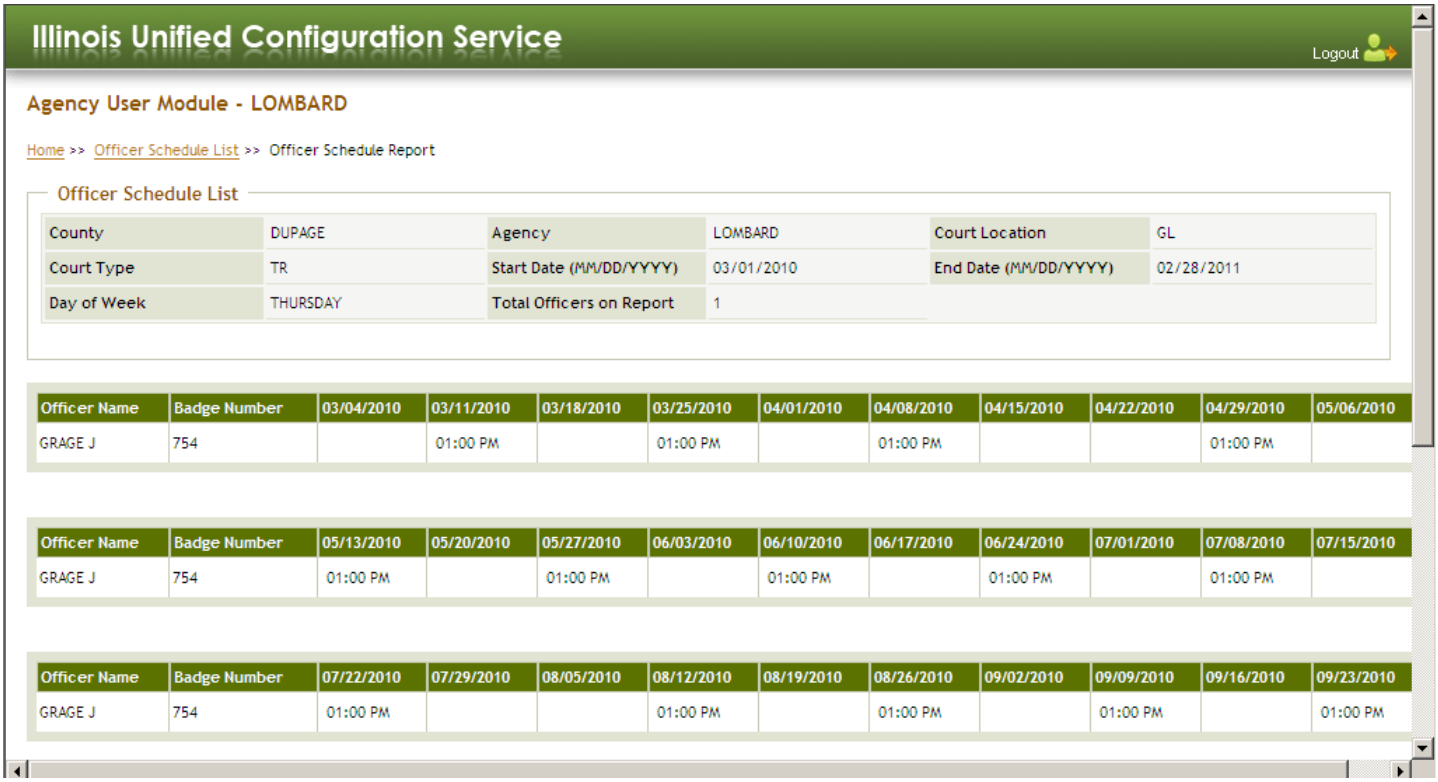
8.3.2. Officer Schedule Report Sample



Illinois Unified Configuration Service

Logout

Agency User Module - LOMBARD

Home >> Officer Schedule List >> Officer Schedule Report

Officer Schedule List

County	DUPAGE	Agency	LOMBARD	Court Location	GL
Court Type	TR	Start Date (MM/DD/YYYY)	03/01/2010	End Date (MM/DD/YYYY)	02/28/2011
Day of Week	THURSDAY	Total Officers on Report	1		

Officer Name	Badge Number	03/04/2010	03/11/2010	03/18/2010	03/25/2010	04/01/2010	04/08/2010	04/15/2010	04/22/2010	04/29/2010	05/06/2010
GRAGE J	754		01:00 PM		01:00 PM		01:00 PM			01:00 PM	

Officer Name	Badge Number	05/13/2010	05/20/2010	05/27/2010	06/03/2010	06/10/2010	06/17/2010	06/24/2010	07/01/2010	07/08/2010	07/15/2010
GRAGE J	754	01:00 PM		01:00 PM		01:00 PM		01:00 PM		01:00 PM	

Officer Name	Badge Number	07/22/2010	07/29/2010	08/05/2010	08/12/2010	08/19/2010	08/26/2010	09/02/2010	09/09/2010	09/16/2010	09/23/2010
GRAGE J	754	01:00 PM			01:00 PM		01:00 PM		01:00 PM		01:00 PM

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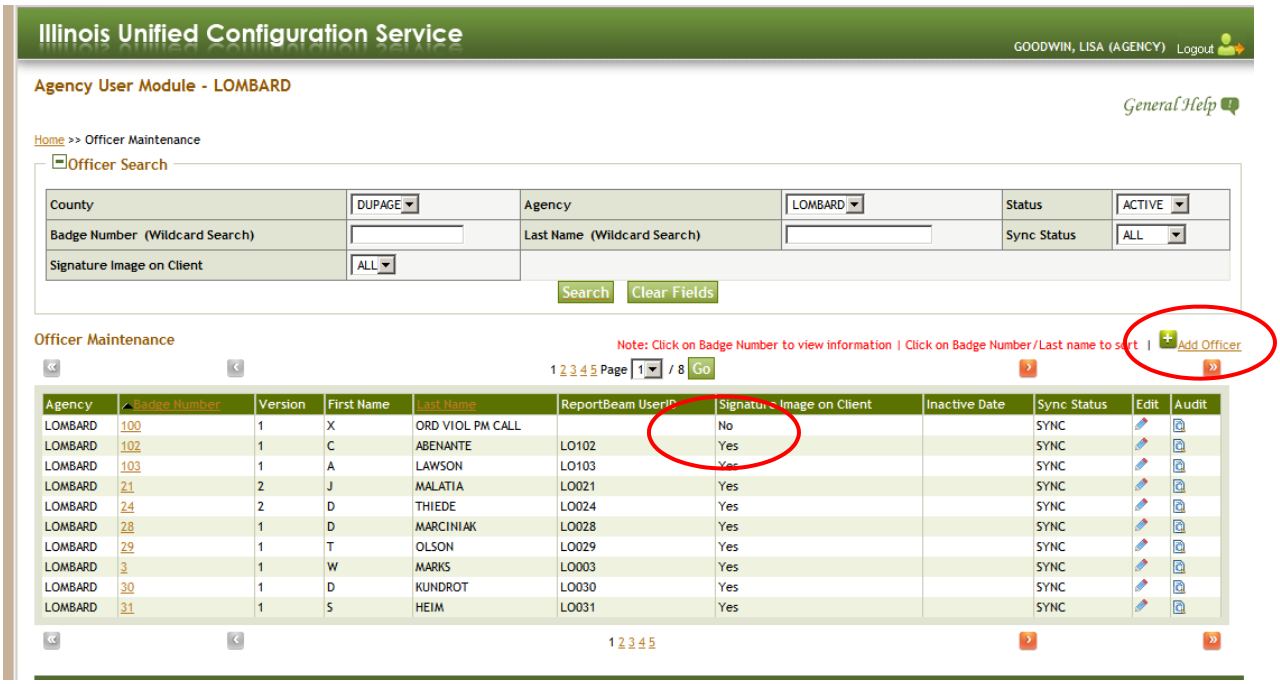
8.4. Officer Information - Manage Police Officers

8.4.1. Officer Search

- The county and agency defaults to the county and agency name.
- Enter the search criteria that available to narrow the list displayed in the lower part of this display. Press the “Search” button to search.
    - Name and Badge accept wildcards.
    - Sort by badge number or by Last Name [ascending or descending orders].

8.4.2. Officer Maintenance



- Click on Add Officer link to display the “Add Officer” screen.
- Click on a badge number to view Officer Detail or the pencil icon in the Edit column to add or change information.
- **Signature Image on Client (Y/N)** – This field indicates that the electronic signature image has been authorized by the County. Contact the County Administrator for signature image requirements.

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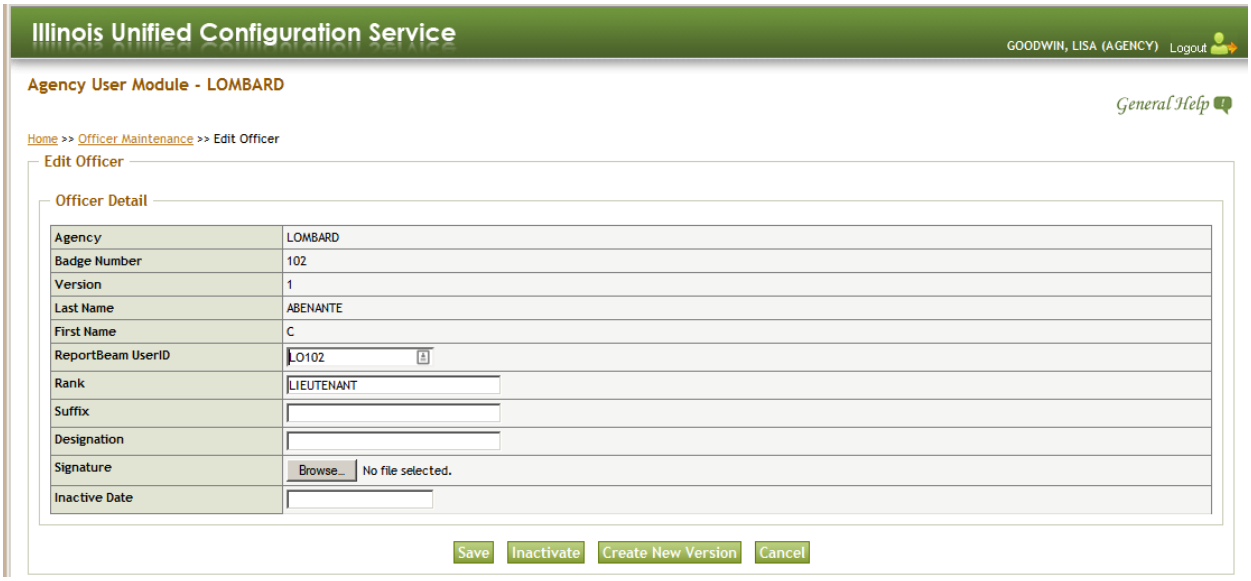
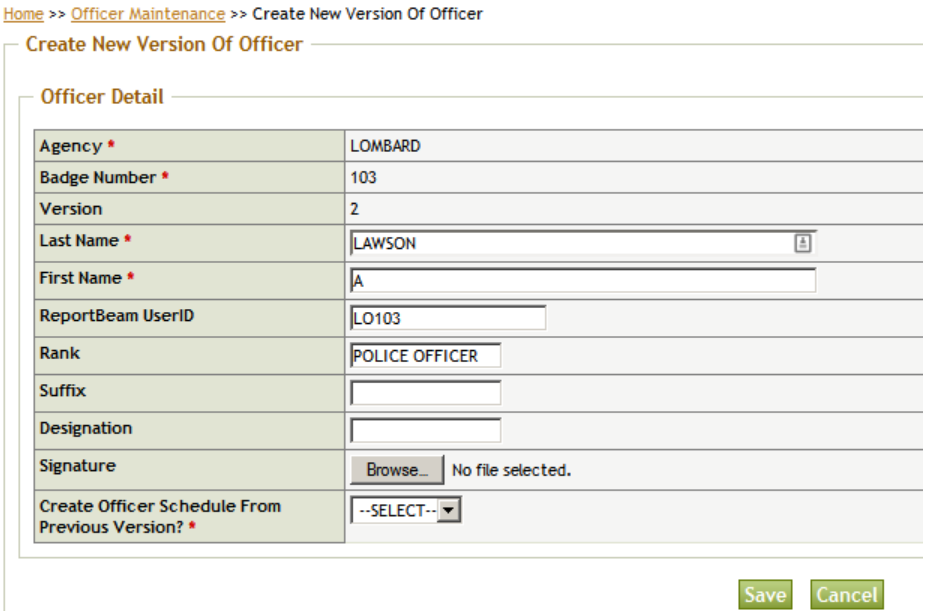
8.4.3. Adding or Editing an Officer

This is the editing screen of the Officer Detail.



IMPORTANT: In order for an officer to use the APS E-Citation software, the officer must be assigned a ReportBeam username and an electronic signature authorization. This username must be indicated on the IUCS Officer record for the purpose of managing officer signatures.

- To inactive an officer record, enter a date in the Inactive Date field and click **Inactivate**. Any court sessions will also be inactivated.
- To change the spelling of the officer name, or badge number, click **Create New Version**.



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- **IMPORTANT** – If a new officer is added, or an existing officer's name is changed, the changes **may not take effect immediately**. Depending on County requirements, this information may have to be approved by the County Administrator. If the officer record does not show a SYNC status by the next business day, contact the County Administrator.

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9. TSSS Record Management

To be determined.

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